



Customizing a Site

New Site

Welcome Gessner CTR Kathy / My Links / Site Actions

MARINES
THE FEW. THE PROUD.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community | Search | Advanced

Version: Draft (1.1) Status: Checked in and viewable by authorized users. Publication Start Date: Immediately

Page | Workflow | Tools | Edit Page | Submit for Approval

Home > Units > Marine Forces Korea > Test Site

UNIT HOME

View All Site Content

UNIT HOME
(rename in site nav)

Mission

News

Units

Press Releases

Photos

Links

POC

NOTE: These need to be configured before they can be used

Links

Points of Contact

JOIN THE CORPS

MARINES.COM

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Customizing a Site

- A Unit Site Page is based on a specific layout template that has certain elements available immediately. Each of these elements is referred to as a web part.

- Title
- Photos
- Area to add Links to other areas within your site, areas outside your site or outside of Marines.mil, documents, and images
- Area to add Points of Contact for your site
- Area for Page Content including an image
- Area for News

- Additional Pages for specific Unit Information. Each page contains specific web parts.

- Mission
- News
- Units
- Press Releases
- Photos
- Links
- POCs

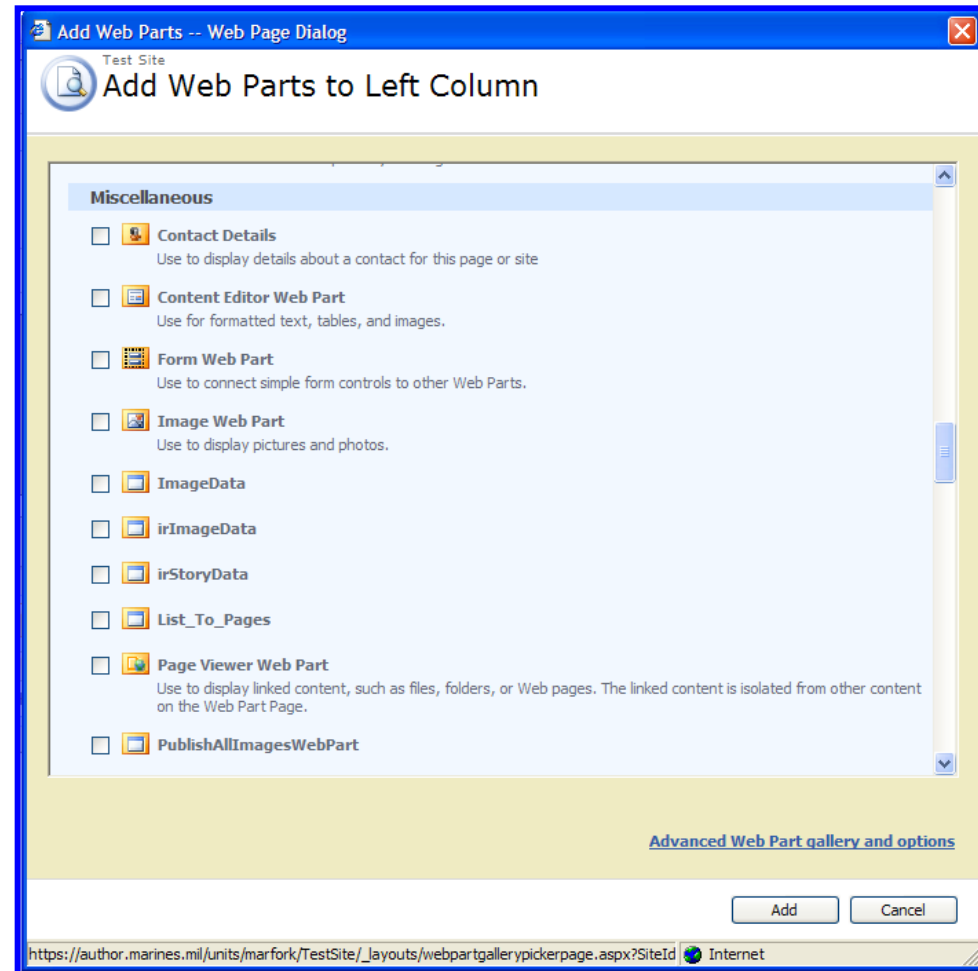


- Additional components can be added to a page by **Clicking** *Add a Web Part* in the page and section you want to display the information



Customizing a Site – Working with Web Parts

- Several key types of web parts
 - Under Default
 - ✓ **Content Query Web Part** – displays a dynamic view of content on your site
 - Under Miscellaneous
 - ✓ **Content Editor Web Part** – allows you to add text and images to your site
 - USMC Web Parts – set of preconfigured web parts specific to Marines.mil
- Each Web Part has a set of configuration parameters that vary based on the type of web part





Customizing a Site – USMC Web Parts

■ USMC Specific Web Parts

USMC

- ☐ **All Sub Sites**
Use to display the navigation hierarchy of your site on a web page
- ☐ **Congressional Testimonies Content Query Webpart**
This webpart queries and display Congressional Testimonies.
- ☐ **Image Meta Data Webpart**
This custom webpart displays all the metadata associated with a News Story photo. The photo is passed in via URL.
- ☐ **Links**
Use to display a dynamic view of content from your site on a web page
- ☐ **List To Pages Webpart**
This custom webpart was used to automatically transfer lists (transferred from Lotus) into News Story. Used in creating the historical news stories.
- ☐ **MARADMINs**
Use to display a dynamic view of content from your site on a web page
- ☐ **Meta Story Data**
This webpart shows the story information based upon a News Story Photo
- ☐ **Points of Contact**
Use to display a dynamic view of content from your site on a web page
- ☐ **Sitemap Webpart**
Use to display the navigation hierarchy of your site on a web page
- ☐ **USMC ALMARS Content Query.**
This Content Query is set up to display ALMARS or MARADMINs.
- ☐ **USMC Content Query Webpart**
This content query webpart allows you to query and display information from throughout marines.mil
- ☐ **USMC External News**
This webpart display a content query of External News.
- ☐ **USMC irCQWP News**
- ☐ **USMC irCQWP Orders and Directives**
- ☐ **USMC irCQWP Press Release Webpart**
- ☐ **USMC Operational News Content Query**
The Operational News Content Query displays the top News Stories with photo.
- ☐ **USMC Photos**
The Content Query displays a dynamic range of Photos.



Customizing a Site

NOTE: List of exact changes for each are in the Reference Section

- Several changes need to be made to a new site
 - **Modify the Title**
- News and Press Release Pages require modifications to the Content Query Web Parts in order to work correctly
 - **News Page**
 - ✓ Delete the Unit News Web Part
 - ✓ Add USMC irCQWP News Web Part from USMC section
 - ✓ Move USMC irCQWP News Web Part below the News Spotlight Web Part
 - ✓ Modify the content query, presentation, & appearance for USMC irCQWP News and News Spotlight Web Parts
 - **Press Release Page**
 - ✓ Delete Unit Press Release Web Part
 - ✓ Add USMC irCQWP Press Release Web Part from USMC section
 - ✓ Move USMC irCQWP Press Release Web Part below the Unit Press Release Spotlight
 - ✓ Modify the content query, presentation, & appearance USMC irCQWP Press Release Web Part and Unit Press Release Spotlight Web Parts
 - **Photos Page**
 - ✓ Modify the content query, presentation, & appearance for Photo Web Part



Customizing a Site – Modify Navigation & Site Title

1a. Click Site Actions Drop Down

- Global Navigation refers to Top Menu Bar
- Site Navigation refers to Side Menu Bar

The screenshot displays the MARINES website interface. At the top, the 'MARINES THE FEW. THE PROUD.' logo is visible. Below it, a horizontal menu bar contains links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A red box highlights this menu bar, with an arrow pointing to the 'Global Navigation' label in the list on the left. To the right of the menu bar, a 'Site Actions' dropdown menu is open, showing options like 'Edit Page', 'Create Page', 'Create Site', 'Hide Page Editing Toolbar', 'View All Site Content', 'View Reports', 'Site Settings', and 'Manage Content and Structure'. A red box highlights the 'Site Actions' dropdown, with an arrow pointing to the '1a. Click Site Actions Drop Down' label. Below the menu bar, a side navigation menu is visible, listing 'UNIT HOME (rename in site nav)', 'Mission', 'News', 'Units', 'Press Releases', 'Photos', 'Links', and 'POC'. A red box highlights this side menu, with an arrow pointing to the 'Site Navigation' label in the list on the left. In the center of the page, a 'FEATURED' section displays a 'Test Web Part' with the text 'This is sample' and a 'Hyperlink' button. A red box highlights the 'Modify Navigation' option in the 'Site Actions' dropdown, with an arrow pointing to the '1c. Click Modify Navigation' label. At the bottom of the page, a footer contains contact information and links to RSS Feeds, Legal Advisories, Sitemap, FAQs, and Contact Us.



Customizing a Site – Modify Navigation & Site Title

1d. Check *Show Subsites* and/or *Show Pages*

1e. Determine *Sorting*

1f. Determine *Global Navigation*

1g. Determine *Current Navigation*

1h. Determine *Navigation Editing and Sorting*

Home > Units > Marine Forces Korea > Test Site > Site Settings > Modify Navigation

Site Navigation Settings

Use this page to specify the navigation items that you want to display in the navigation link bars of this site. Items in sublevels and flyouts can be modified only in the navigation of the subsite that contains these items.

OK Cancel

Subsites and Pages Specify whether this site should display subsites and publishing pages in navigation. If you select to show these items, newly created subsites and pages will automatically be added, and can be individually hidden in the bottommost section of this page.	<input checked="" type="checkbox"/> Show subsites <input type="checkbox"/> Show pages
Sorting Specify how subsites, pages, headings and navigation links should be sorted when displayed in navigation.	<input type="radio"/> Sort automatically <input checked="" type="radio"/> Sort manually <input type="checkbox"/> Sort pages automatically
Global Navigation Specify the navigation items to display in global navigation for this Web site. This navigation is shown at the top of the page in most Web sites. Show me more information.	<input checked="" type="radio"/> Display the same navigation items as the parent site <input type="radio"/> Display the navigation items below the current site
Current Navigation Specify the navigation items to display in current navigation for this Web site. This navigation is shown on the side of the page in most Web sites. Show me more information.	<input type="radio"/> Display the same navigation items as the parent site <input type="radio"/> Display the current site, the navigation items below the current site, and the current site's siblings <input checked="" type="radio"/> Display only the navigation items below the current site
Navigation Editing and Sorting Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites. Show me more information.	<div> <div> Move Up Move Down Edit... Delete Add Heading... Add Link... </div> <ul style="list-style-type: none"> UNIT HOME (rename in site nav) Mission News Units Press Releases Photos Links POC </div> <div> Selected Item Title: UNIT HOME (rename in site nav) URL: /units/marfork/TestSite/Pages/default.aspx Description: Type: Link to page </div>

OK Cancel

NOTE: Always use the same navigation items as the parent site

NOTE: Edit UNIT HOME to be the name of your site

1i. Click OK



Customizing a Site – Modify Page

Welcome Gessner CTR Kathy ▾ / My Links ▾ | / Site Actions ▾ ⓘ

MARINES
THE FEW. THE PROUD.

Home | News ▾ | Units ▾ | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾ Search Advanced

Version: Draft (1.1) Status: Checked in and viewable by authorized users. Publication Start Date: Immediately

Page ▾ Workflow ▾ Tools ▾ [Edit Page](#) [Submit for Approval](#)

corea > Test Site

NOTE: Name Changed

UNIT HOME

View All Site Content

Test UNIT

Mission

Units

News

Press Releases

Photos

Links

POC

1. Click *Page* to modify

NOTE: Can also navigate via View All Site Content

Links

Points of Contact

JOIN THE CORPS

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Customizing a Site – Modify Page

UNCLASSIFIED

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NOTE: When editing pages Show Page Editing Toolbar should be selected from Site Actions. After Selecting the page must be refreshed to show toolbar.

Site Actions:

- Edit Page**
Change the content and Web Parts on this page.
- Create Page**
Create a page in this site.
- Create Site**
Add a new site under this site.
- Show Page Editing Toolbar**
Display the page status and editing options for this page.
- View All Site Content**
View all libraries and lists in this site.
- View Reports**
View reports on documents, pages and tasks.
- Site Settings**
Manage site settings on this site.
- Manage Content and Structure**
Reorganize content and structure in this site collection.

Navigation: Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

Left Sidebar: View All Site Content, Kathy Home, Mission, News, Units, Press Releases, Photos, Links, POC

Top Bar: Welcome Gessner CTR Kathy | My Links | Site Actions



Customizing a Site – Modify Page

NOTE: Page Editing Toolbar. Options will vary depending on rights.

The screenshot displays the Marine Corps website interface. At the top, the 'MARINES THE FEW. THE PROUD' logo is visible. Below it, a navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A search bar is also present. A red arrow points from the 'NOTE' box to the 'Edit Page' button in the toolbar. The toolbar also shows 'Version: Published (2.0)', 'Status: Published and visible to all readers', and 'Publication Start Date: 11/8/2007 4:03 AM'. A red box highlights the 'Edit Page' button, which is also pointed to by a red arrow from a yellow box containing the text '2. Click Edit Page'. The left sidebar contains a menu with 'View All Site Content', 'Kathy Home', 'Mission', 'News', 'Units', 'Press Releases', 'Photos', 'Links', and 'POC'. The main content area shows 'News' and 'Unit News'. The footer contains the text 'Official U.S. Marine Corps Web Site' and contact information for the media office.

Version: Published (2.0) Status: Published and visible to all readers Publication Start Date: 11/8/2007 4:03 AM

Page ▾ Workflow ▾ Tools ▾ **Edit Page**

You are here: Home > Units > Marine Forces Korea > Kathy Test Site

View All Site Content

Kathy Home

Mission

News

Units

Press Releases

Photos

Links

POC

News

Unit News

2. Click *Edit Page*

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Customizing a Site – Delete Web Part

- Several Changes must be made to the News Page
 - Unit News Web Part must be deleted
 - New News Web Part Added and Configured
 - Spotlight News must be configured
- Additional changes to make
 - Title
 - Page Content

The screenshot shows the 'MARINES THE FEW. THE PROUD.' website customization interface. The breadcrumb trail indicates the user is in 'Home > Units > Marine Forces Korea > Kathy Test Site'. The left sidebar contains a navigation menu with 'View All Site Content', 'Kathy Home', 'Mission', 'News', 'Units', 'Press Releases', 'Photos', 'Links', and 'POC'. The main content area shows the 'News' web part with a title 'News' and an 'Edit Content' button. Below this is the 'Top Zone' with an 'Add a Web Part' button. Two web parts are listed: 'Spotlight News' and 'Unit News', both with a message 'This query has returned no items. To configure the query for this Web Part, open the tool pane.' The 'Unit News' web part has a dropdown menu open, showing options: 'Minimize', 'Close', 'Delete', 'Modify Shared Web Part', 'Connections', and 'Export...'. A red arrow points from the 'Delete' option in the dropdown menu to a yellow box containing the instruction: '3. Click Edit drop down of web part to delete and Select Delete'.

3. Click *Edit* drop down of web part to delete and Select *Delete*



Customizing a Site – Add Web Part

4a. Click *Add a Web Part* in the zone to add

The screenshot shows the U.S. Marine Corps web site interface. At the top, there is a navigation bar with links like 'Welcome Gessner CTR Kathy', 'My Links', and 'Site Actions'. Below this is the 'MARINES THE FEW. THE PROUD.' logo. A search bar is visible on the right. The main content area has a left sidebar with a menu: 'View All Site Content', 'Kathy Home', 'Mission', 'News' (highlighted), 'Units', 'Press Releases', 'Photos', 'Links', and 'POC'. The main content area displays a 'Title' field with 'News' and a 'Page Content' section with an 'Edit Content' button. Below the 'Page Content' section is a 'Web Part Zone' containing a yellow button labeled 'Add a Web Part'. A red arrow points from the text '4a. Click Add a Web Part in the zone to add' to this button. Below the 'Add a Web Part' button is a 'Spotlight News' section with a message: 'This query has returned no items. To configure the query for this Web Part, open the tool pane.' The footer contains links for 'Official U.S. Marine Corps Web Site', 'News organizations can contact our media office', 'See all RSS Feeds', 'Legal Advisories', 'Sitemap', 'FAQs', and 'Contact Us'.

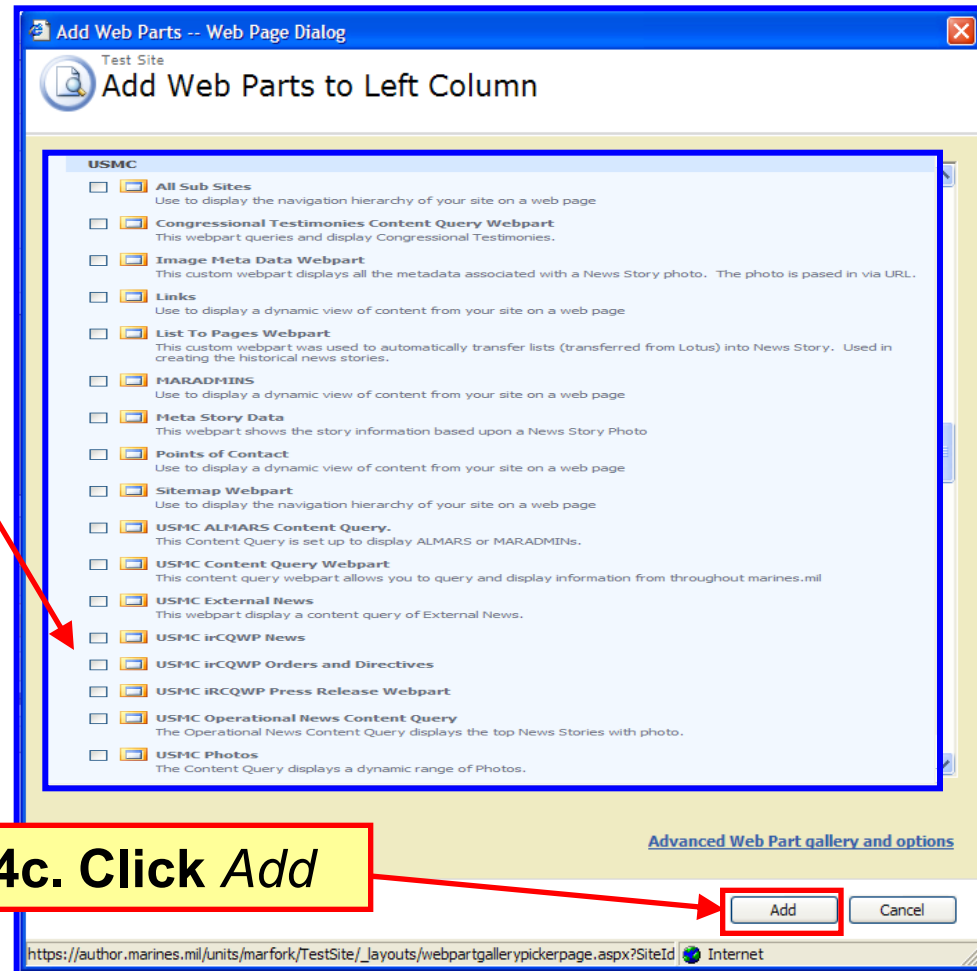


Customizing a Site – Add Web Part

4b. Check *Web Part(s)* to add

NOTE: Scroll down to the listing of USMC Web Parts. Multiple web parts can be added at one time by checking more than one.

- USMC irCQWP News replaces Unit News
- USMC irCQWP Press Releases replaces Unit Press Releases





Customizing a Site – Moving Web Part

5. Drag *Spotlight News* and drop above USMC News

NOTE: Click and hold mouse button on web part to move. Drag to new location

The screenshot shows the USMC website's content management interface. The top navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. The main content area displays a list of web parts, including USMC News and Spotlight News. A red box highlights the Spotlight News web part, and a red arrow points to it from the instruction box on the left. A blue box with the text "NOTE: Added Web Part USMC News" is positioned above the Spotlight News web part. The Spotlight News web part is currently empty, displaying the message: "This query has returned no items. To configure the query for this Web Part, open the tool pane."

NOTE: Added Web Part USMC News

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Customizing a Site – Modify Web Part

6a. Click *Edit* drop down next to web part to configure

NOTE: Order Changed

6b. Click *Modify Shared Web Part*

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Customizing a Site – Modify Web Part

- There are several sections that can be configured in a Web Part. The sections will vary depending on the type of web part
 - Specific to Type of Web Part
 - ✓ Content Query Web Part
 - Query
 - Presentation
 - ✓ Content Editor Web Part
 - Content Editor
 - Same for all Web Parts
 - ✓ Appearance
 - ✓ Layout
 - ✓ Advanced



Customizing a Site – Modify Web Part

■ Content Query Web Part

• Query

✓ Source

- Show items from the following list
- Browse to **Page Library** for site you are on

✓ List Type

- **Pages Library**

✓ Content Type

- Show items of this content type group: **Page Layout Content Types**
- Show items of this content type: **“Select Type from drop down” i.e. News, Press Releases, etc**

✓ Audience Targeting

The screenshot shows the 'Query' configuration dialog box for the Content Query Web Part. It is divided into several sections:

- Source:** Contains three radio buttons. The first is 'Show items from all sites in this site collection'. The second is 'Show items from the following site and all subsites:' with a text box containing '/' and a 'Browse...' button. The third is selected: 'Show items from the following list:' with a text box containing '/units/marfork/' and a 'Browse...' button.
- List Type:** Contains the text 'Show items from this list type:' followed by a dropdown menu showing 'Pages Library'.
- Content Type:** Contains the text 'Show items of this content type group:' followed by a dropdown menu showing 'Page Layout Content Types'. Below this is the text 'Show items of this content type:' followed by a dropdown menu showing 'News Story'.
- Audience Targeting:** Contains two checkboxes: 'Include child content types' (unchecked) and 'Apply audience filtering' (unchecked). Below these is the text 'Include items that are not targeted'.



Customizing a Site – Modify Web Part

■ Content Query Web Part

✓ Additional Filters

- This can be customized depending on what you want to display i.e. date range or author, etc

Additional Filters:

Show items when:

StoryDate

is greater than or equal to

☒ [Today] - Offset Days

☐

☒ And ☐ Or

<no filter>

is equal to

☒ And ☐ Or

<no filter>

is equal to



Customizing a Site – Modify Web Part

■ Content Query Web Part

• *Presentation*

✓ Grouping and Sorting

- Items can be grouped by any column. Column choices appear in drop down
- Items can be sorted by any column. Column choices appear in drop down
- Number of Items to be displayed can be limited or all items can be displayed

✓ Styles

- Group style will format how the group header is displayed. Choices appear in a drop down
- Item style will format how each individual item is displayed. Choices appear in drop down

✓ Feed

- Enabling feed for this web part will allow Home Page Administrators to add your feed to the home page if they so desire

Presentation

Grouping and Sorting:

Group items by:
 <None>

☐ Show groups in ascending order.
 (A, B, C, or 1, 2, 3).

☒ Show groups in descending order.
 (C, B, A, or 3, 2, 1).

Number of columns:
 1

Sort items by:
 StoryDate

☐ Show items in ascending order.
 (A, B, C, or 1, 2, 3).

☒ Show items in descending order.
 (C, B, A, or 3, 2, 1).

☒ Limit the number of items to display

Item limit: 10

Styles:

Group style:
 Default

Item style:
 News_ShortListing

Feed:

☐ Enable feed for this web part

Feed title:

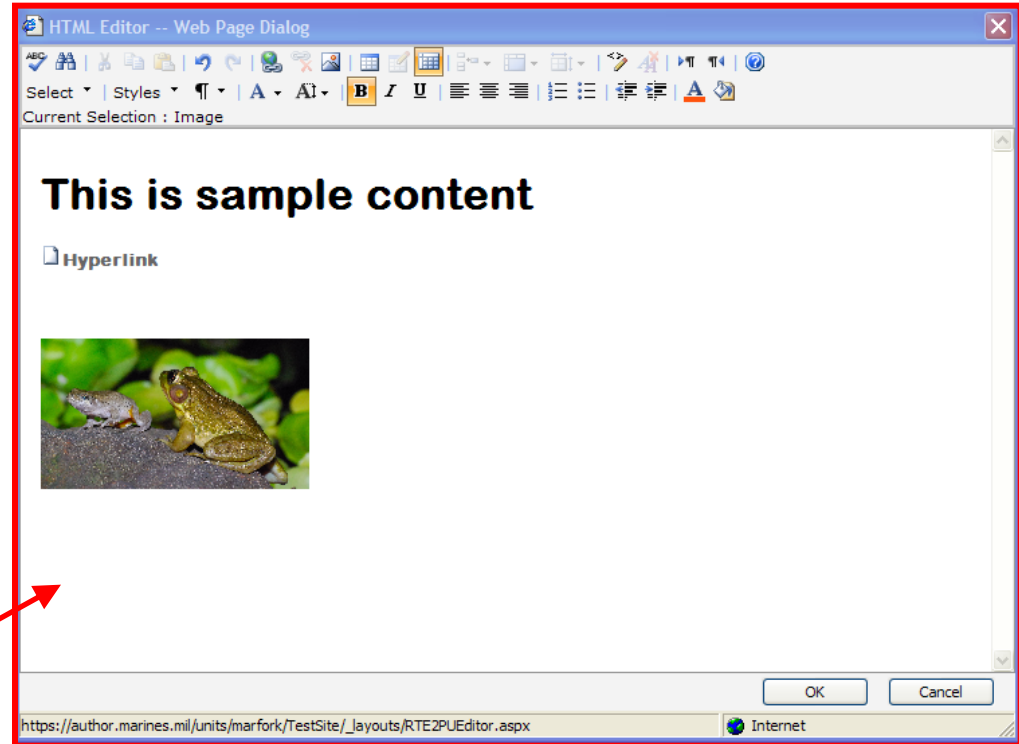
Feed description:

Age Group	Percentage
18-24	85%
25-34	75%
35-44	65%
45-54	55%
55-64	45%
65-74	35%
75-84	25%
85+	10%

- **Content Editor**

- Word type editor
- Can create in Word then copy and paste into editor
- If you want an image to appear, must be uploaded into image library first link to image

- ✓ **Content Link** used if you want to link to existing text





Customizing a Site – Modify Web Part

■ *Appearance*

- **Title** to appear above data
- **Height** and **Width** should not be modified. This will affect the automatic sizing of the page based on user screen resolution and minimize and maximize
- **Chrome State** should always be normal
- **Chrome Type**
 - ✓ Title and Border
 - ✓ Title only
 - ✓ Border only
 - ✓ None

A screenshot of the 'Appearance' settings dialog box for a web part. The dialog has a title bar with a minus sign and the word 'Appearance'. It contains several sections: 'Title' with a text box containing 'Unit News' and a blue ellipsis button; 'Height' with a question 'Should the Web Part have a fixed height?' and two radio buttons, 'Yes' (unselected) and 'No. Adjust height to fit zone.' (selected), with a 'Pixels' dropdown menu next to the 'Yes' option; 'Width' with a question 'Should the Web Part have a fixed width?' and two radio buttons, 'Yes' (unselected) and 'No. Adjust width to fit zone.' (selected), with a 'Pixels' dropdown menu next to the 'Yes' option; 'Chrome State' with two radio buttons, 'Minimized' (unselected) and 'Normal' (selected); and 'Chrome Type' with a dropdown menu set to 'None'.



Customizing a Site – Modify Web Part

■ *Layout*

- **Hidden** can be used if you do not want an end user to see the web part yet
- **Direction** not used
- **Zone** allows you to move to another zone that exists on the page
- **Zone Index** is the order the web part appears in the Zone

A screenshot of the 'Layout' web part configuration panel. It has a title bar with a minus sign and the word 'Layout'. Below the title bar is a checkbox labeled 'Hidden'. Below that is a section labeled 'Direction' with a dropdown menu showing 'None'. Below that is a section labeled 'Zone' with a dropdown menu showing 'Top Zone'. Below that is a section labeled 'Zone Index' with a text input field containing the number '2'.

Layout	
<input type="checkbox"/>	Hidden
Direction	
None	▼
Zone	
Top Zone	▼
Zone Index	
	2



Customizing a Site – Modify Web Part

▪ **Advanced**

- End User capabilities. These are usually unchecked if you do not want users to be able to create a personal view
 - **Allow Minimize**
 - **Allow Close**
 - **Allow Hide**
 - **Allow Zone Changes**
 - **Allow Connections**
- **Export Mode**
 - Do not Allow
 - Export All Data
 - Non-Sensitive Data Only
- Rarely Used
 - **Title URL**
 - **Description**
 - **Help Mode**
 - **Catalog Icon Image URL**
 - **Title Icon Image URL**
 - **Import Error Message**
 - **Target Audiences**

6c. Click OK when finished modifying web part



Customizing a Site – Check In / Submit

7. Click *Check In*

- When finished customizing page:
 - Check in for others to Review
 - or
 - Submit for Approval

NOTE: There are two ways to Check In a page. Either the button at the top of the page or from the page menu

The screenshot displays the Marines website editor interface. At the top, the 'MARINES THE FEW. THE PROUD.' logo is visible. Below the logo, a navigation bar includes links for Home, News, Units, Recruiting, Training & Education, and Career. A status bar indicates 'Version: Checked Out' and 'Status: Only you can edit and modify this page.' Below this, a menu bar contains 'Page', 'Workflow', 'Tools', and a 'Check In to Share Draft' button. A red box highlights the 'Check In to Share Draft' button and the 'Check In...' option in the 'Tools' dropdown menu. The main content area shows a 'Test Web Part' with the text 'This is sample content' and a 'Hyperlink' section with a photo of a frog. The right column contains sections for 'Links', 'Points of Contact', and a 'JOIN THE CORPS' banner. The left column contains sections for 'Photo1', 'Photo2', 'Photo3', and 'Photo4'.



Customizing a Site – Check In / Submit

7c. Click *Draft* if you want others to review first or **Click *Publish*** if you are ready to have approved

7d. Check Yes to keep the document checked out after checking in this version (only works if Draft is selected in 7c)

Home > Units > Marine Forces Korea > Kathy Test Site > Pages > news > Check In

Check in

Use this page to check in a document that you have currently checked out.

! Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissions.

Document Check In

Other users will not see your changes until you check in. Specify options for checking in this document.

What kind of version would you like to check in?

☒ 3.1 Minor version (draft)

☐ 4.0 Major version (publish)

Keep the document checked out after checking in this version?

☐ Yes ☒ No

Comments

Type comments describing what has changed in this version.

Comments:

7e. Enter Comments


7f. Enter OK

OK

Cancel



Customizing a Site – Check In / Submit


MARINES
 THE FEW. THE PROUD.

[Home](#) | [News](#) | [Units](#) | [Recruiting](#) | [Training & Education](#) | [Career](#) | [Marine Services](#) | [In the Co](#)

Version: Draft (3.1) Status: Waiting for approval Publication Start Date: Immediately

[Page](#) | [Workflow](#) | [Tools](#) | [Edit Page](#) | [Approve](#) | [Reject](#)

Reminder: Check for Unpublished Items

You are here: [Home](#) > [Units](#) > [Marine Forces Korea](#) > Kathy Test Site

[View All Site Content](#)
[Kathy Home](#)
[Mission](#)
[News](#)
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[POC](#)

News

Content Editor Web Part

To add content, open the tool pane and then click **Rich Text Editor**.

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NOTE: If you are an approver you will see Approve and Reject buttons.



Customizing a Site – Check In / Submit

[Home](#) | [News](#) | [Units](#) | [Recruiting](#) | [Training & Education](#) | [Career](#) | [Marine Services](#) | [In the Community](#) | [Advanced](#)

MARINES
 THE FEW. THE PROUD.

/ Welcome Gessner CTR Kathy ▾ / My Links ▾ | / Site Action

Type	Name	Modified	Modified By	Approval Status	Scheduling Start Date	Scheduling End Date	Checked Out To	Contact	Page Layout
	default	11/7/2007 12:00 PM	Gessner CTR Kathy	Approved					Unit Home Layout
	links	10/31/2007 1:10 PM	Gessner CTR Kathy	Approved				Stephens CTR Tony	Generic Layout with a single column.
	mission	10/31/2007 1:10 PM	Gessner CTR Kathy	Approved				Stephens CTR Tony	Generic Layout with a single column.
	news	11/8/2007 2:05 PM	Gessner CTR Kathy	Approved				Stephens CTR Tony	Generic Layout with a single column.
	photos	11/8/2007 2:06 PM	Gessner CTR Kathy	Pending				Stephens CTR Tony	Generic Layout with a single column.

8a. Click Drop down

8b. Click Approve/reject

View Properties
 Edit Properties
 Manage Permissions
 Edit in Microsoft Office SharePoint Designer
 Delete
 Send To
 Approve/reject
 Check Out
 Cancel Approval
 Version History
 Workflows
 Alert Me

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Customizing a Site – Check In / Submit

8c. Click *Approved or Rejected*

> photos > Approve/Reject

Use this page to approve or reject submissions. Note that rejecting an item does not delete it, and that users who know the exact URL of a rejected item can still view it. [Learn about requiring approval.](#)

Approval Status

Approve, reject, or leave the status as Pending for others with the Manage Lists permission to evaluate the item.

8d. Enter *Comments*

Comment

Use this field to enter any comments about why the item was approved or rejected.

- ☐ Approved. This item will become visible to all users.
- ☐ Rejected. This item will be returned to its creator and not appear in public views.
- ☒ Pending. This item will remain visible to its creator and all users with the Manage Lists permission.

8e. Click *OK*

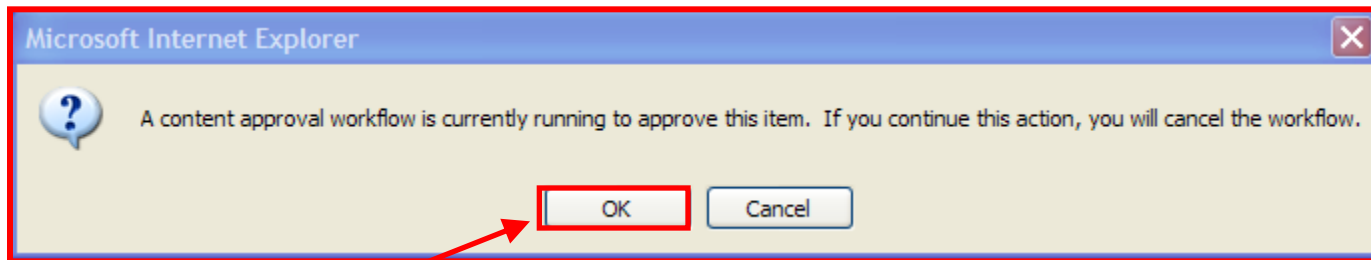
OK

Cancel



Customizing a Site – Check In / Submit

NOTE: Depending on the type of workflow the site is using you may be prompted that the Content Approval Workflow is currently running and the workflow will be cancelled if you continue. Just Click OK.



8f. Click OK